



**Bill for Reimbursement of Conveyance (Local) & Other Expenses**  
**[IN and AROUND KOLKATA - LOCAL]**

1. Name of Employee:
2. Name of College / HO Dept. :
3. Designation:
4. Department:
5. Purpose of Journey:
6. Approval Competent Authority (from whom):

<b>A. Conveyance (Local):</b>							
Sl. No.	Date	From	To	KM (Approx)	Mode of Transport	Amount (Rs.)	Bills attached Y / N
1							
2							
3							
4							
5							
<b>TOTAL (A)</b>							

<b>B. Refreshment / Out of pocket expenses (Applicable mainly for office Guest only)</b>						
Sl. No.	Date	Place	Particulars	Amount (Rs.)	Bills attached Y / N	Remarks
1						
2						
3						
4						
5						
<b>TOTAL (B)</b>						



<b>C. Miscellaneous Expenses:</b>					
<b>Sl. No.</b>	<b>Place</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Bills attached Y / N</b>	<b>Remarks</b>
1					
2					
3					
4					
5					
<b>TOTAL (C)</b>					

**Grand Total:**

<b>Sl. No.</b>	<b>Total Expenditure</b>	<b>Amount (Rs.)</b>
<b>1</b>	<b>Conveyance (Local) (A)</b>	
<b>2</b>	<b>Refreshment (B)</b>	
<b>3</b>	<b>Miscellaneous Expenses (C)</b>	
	<b>Grand Total</b>	

**Total Expenditure :**

**Advance Received :**

**Amount Receivable/Refundable:**

**N.B.:** The excess amount of advance after expenditure to be refunded to office immediately.

Submitted for reimbursement towards payment of Rs.: \_\_\_\_\_

**Enclo:**

**Date:** \_\_\_\_\_ **(Signature)** \_\_\_\_\_

**Recommended for Rs. ....**

**Forwarded / Recommended by Head of Dept.:**

[FOR OFFICE USE ONLY]

**Sanctioned/Approved for Rs** \_\_\_\_\_

**Sanctioned/Approved by** \_\_\_\_\_ **(Name)** \_\_\_\_\_ **(Designation)** \_\_\_\_\_ **(Signature)** \_\_\_\_\_